



## King County

**SENIOR HUMAN RESOURCE ANALYST  
DEPARTMENT OF TRANSPORTATION  
TRANSIT DIVISION/TRANSIT HUMAN RESOURCE SECTION**  
**Annual Salary Range: \$59,041 – \$74,838**  
**Job Announcement: 05DP5437**  
**OPEN: 8/22/05 CLOSE: 9/9/05**

**WHO MAY APPLY:** This position is open to the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to the **Career and Employment Center** at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are **NOT ACCEPTED**.) Contact Delanie Peterson at (206) 684-1607 or at [delanie.peterson@metrokc.gov](mailto:delanie.peterson@metrokc.gov) for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), three professional references, a resume, a letter of interest detailing your background and describing how you meet or exceed the requirements, and a response to the following supplemental question: Describe your experience with initial classification and recruitment startup processes. Please include any relevant experiences that involve union represented classifications. Applications will **not** be considered if all required materials are not provided.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime. This position typically works Monday through Friday.

**WORK LOCATION:** Possibly located at the Link Light Rail Central location on Airport Way (across from Tully's roasting plant) or the King Street Center, 201 S. Jackson St., Seattle.

**PRIMARY JOB DUTIES INCLUDE:** This position will function as a senior-level HR Generalist and provide start-up support to create the HR function for the new Link/Light Rail Section of the Transit Division and ongoing HR administration after service implementation. This work will be completed in compliance with contractual obligations between King County and Sound Transit. This position will ensure completion of research and surveys to classify and compensate new positions; design and administer recruitment and selection processes; participate in labor negotiations and implementation, disciplinary action, grievances, arbitrations and providing advice and interpretation on policy, contracts, other applicable rules, regulations and laws. Responsible for supervising temporary employees during the implementation phase. Additional job duties include:

- Advise, consult with and train managers and supervisors regarding labor relations, classification and compensation, employment and other human resource laws, issues, policies, strategies and guidelines, labor, contract and discipline administration.
- Manage day-to-day administration of labor agreements and staffing for the Link Light Rail section.
- Design and develop general and specialized human resource programs and systems, including determining performance measures, developing administrative procedures and evaluating program performance.

- Implement a wide range of human resource programs, processes and procedures; assure compliance with laws, rules and regulations; coordinate with human resources division where appropriate.
- Develop, conduct, monitor and oversee employee recruitment and selection processes; facilitate workforce planning and position management in assigned organization; monitor workload; oversee layoff process.
- Design, develop and/or administer merit-based selection processes, instruments, and rating criteria.
- Conduct job analyses, recommend revisions to existing job descriptions and identify position requirements, performance expectations and critical success factors in the administration of selection processes.
- Conduct investigations; write investigative reports, and present findings and recommendations to management.
- Consult and/or facilitate the resolution of employee relations issues and problems such as disputes, conflicts, communication difficulties, and disruptive behavior among employees.
- Represent the division in unemployment insurance appeal hearings before an administrative law judge.
- Provide in-house assistance for employment-related litigation.
- Conduct final step grievance hearings for the Transit Division.
- Serve as spokesperson and/or provides support in the negotiation of union labor contracts.
- Provide guidance and supervision to HR staff in the Link Light Rail section.

**QUALIFICATIONS:** Bachelor's degree in Human Resource Management, Business Administration or closely related field and four years of increasingly responsible professional-level personnel experience with an emphasis on labor and employee relations and employment, or the equivalent combination of education and experience. This position also requires:

- Demonstrated excellent oral and written communication skills.
- Working knowledge of employee and labor relations concepts and experience in labor contract negotiations and administration.
- Demonstrated analytical and problem-solving skills to identify, resolve, advise and make decisions using the appropriate methods for investigating and addressing complex personnel problems, grievances, discrimination and other types of investigations, and contract violations that are of a sensitive, confidential, and potentially litigious in nature.
- Knowledge of and ability to apply human resources practices, especially fair employment law, conducting job analysis, recruitment, interviewing and testing.
- Skill in effective time-management, planning, prioritizing and coordinating multiple projects with critical timelines.
- Experience with the ADA, FLSA, FMLA, Title VII, and applicable RCWs.
- Ability to successfully anticipate, identify and interpret potential employment problems and issues and create strategies to divert and/or resolve problems.
- Ability to operate without well-defined policy and recognize precedent-setting situations.
- Thorough knowledge of applicable legal constraints, which demonstrates the full use of professional judgment to devise creative solutions for hiring officials.
- The ability to establish and maintain effective working relationships with a diverse group of people at all levels in the organization.
- Proficiency in the following: MS Word, Excel, Outlook, and the Internet.

**DESIRABLE QUALIFICATIONS:**

- Public sector experience or experience with large organizations in a unionized environment.
- Proficiency in PeopleSoft and MS Access.

**SELECTION PROCESS:** Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to participate in a panel interview. A second interview for finalists may be required. References will not be contacted until you are considered a finalist.

**UNION STATUS:** This position is not represented by a union.

**CLASS CODE: 2311300**